



Specialist I, Procurement

Reports to:	Director, School Nutrition	FLSA Status:	Non-Exempt
Department:	School Nutrition Services	Structure/Grade:	Unified 119
Division:	Finance	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Performs difficult and complex technical duties related to the procurement of goods and services in accordance with established policies and regulations; performs administrative duties requiring a high degree of expertise in procurement, fiscal management, and customer relations.

Essential Job Duties

- Assists in the procurement process of goods and services for DeKalb County School System (DCSD) in compliance with DCSD board policy.
- Monitors and verifies food orders including, produce, milk, bread, formula, ice cream, and USDA purchases.
- Coordinates purchasing details with vendor including pricing revisions, order cancellations, invoice discrepancies, and specialty meals.
- Assists with the evaluation of products and supplies according to key School Nutrition criteria.
- Acts as a liaison between the schools and the vendors dealing with food and delivery issues, and routing schedules.
- Prepares and implements SNS purchasing and specialty calendars.
- Executes catering processes including the ordering of food and supplies, menu costing, and billing for each event.
- Performs other duties as assigned.

Qualifications

- High school diploma or GED equivalent required.
- Associate degree in Purchasing, Accounting, Nutrition, or closely related area from a Georgia Professional Standards Commission approved accredited college or university preferred.
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Knowledge, Skills, and Abilities

- Knowledge of School Nutrition programs and services, general business, and management practices
- Knowledge of generally accepted purchasing methods, commodity, sourcing, and competitive bidding



- Knowledge of federal, state, and local laws and guidelines governing school nutrition programs and best practices in procurement and school nutrition
- Effective oral, written, and interpersonal communication skills
- Skilled in report preparation and training
- Ability to establish and maintain effective working relationships with district officials and vendors
- Ability to use relevant computer applications, prioritize assignments and manage multiple tasks simultaneously

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 4/6/2026